General

Contains basic information about the current file.

- The text at the top of the dialog displays the file name.
- **Change Password** – opens a dialog to change the password. It is only active if a password has been set for the file.
- **Type** – displays the file type of the current document.
- **Location** – displays the path and the name of the directory where the file is stored.
- **Size** – displays the size of the current document in bytes.
- **Created** – displays the date, time, and author when the file was first saved.
- **Modified** – displays the date, time, and author when the file was last saved in a LibreOffice file format.
- **Template** – displays the template that was used to create the file, if applicable.
- **Digitally signed** – displays the date and time when the file was last signed as well as the name of the author who signed the document.
- **Digital Signatures** – opens the Digital Signatures dialog where you can manage digital signatures for the current document.
- **Last printed** – displays the date, time, and user name when the file was last printed.
- **Total editing time** – displays the amount of time that the file has been open for editing since the file was created. The editing time is updated when you save the file.
- **Revision number** – displays the number of times that the file has been saved.
- **Apply user data** – saves the full name of the user with the file. You can edit the name by going to **Tools > Options > LibreOffice > User Data** on the Menu bar.
- **Save preview image with this document** – saves a thumbnail.png inside the document. These images may be used by a file manager under certain conditions.
- **Reset Properties** – resets the editing time to zero, the creation date to the current date and time, and the version number to 1. The modification and printing dates are also deleted.

Description

Contains optional editable descriptive information about the spreadsheet.

- **Title** – enter a title for the spreadsheet.
- **Subject** – enter a subject for the spreadsheet. You can use a subject to group documents with similar content.
- **Keywords** – enter the words that you want to use to index the content of the spreadsheet. Keywords must be separated by commas. A keyword can contain white space characters or semicolons.
- **Comments** – enter comments to help identify the spreadsheet.

Custom Properties

Use this page to assign custom information fields to the spreadsheet. In a new spreadsheet, this page may be blank. If the new spreadsheet is based on a template, this page may contain fields. You can change the name, type, and contents of each row. The information in the fields will be exported as metadata to other file formats.

Click **Add Property** to add a new custom property. Use the adjacent **Remove Property** button to delete a custom property.